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**EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20503**

10 JAN 1983

M-83-6

January 3, 1983

MEMORANDUM FOR THE HEADS OF DEPARTMENTS AND AGENCIES

FROM: David A. Stockman
DIRECTOR

AS

SUBJECT: Preparation of materials for the 1984 Budget

5402-83

The purpose of this memorandum is to ask for your cooperation in seeing that work on the fiscal year 1984 Budget is completed promptly.

H.J. Res. 635 requires that the budget be transmitted to the Congress by Monday, January 31. If this is to be done, the budget materials required by OMB Circular No. A-11 and Bulletin 83-9 must be received from your agency on schedule.

OMB staff have been instructed to complete their review of your agency's budget materials quickly and to work with your staff to resolve any differences expeditiously. I would appreciate your impressing upon your staff the importance of their cooperation in these efforts.

Thank you for your support.